Sample #1:
Checklist for the OraQuick Rapid HIV Antibody Test

<u>Instructions</u>: Fill in dates when the employee observes and performs each objective or procedural step, as applicable. If the employee will not be trained to perform a specific task, enter N/A for Not Applicable. The employee should initial/date when he/she has completed each step and the supervisor should initial/date when he/she agrees that the employee met the objective or performed the specific task competently. This form should remain in the employee's personnel records.

Employee Name: _____ Date: _____

Objective/ Procedural Step	Date Observed	Date Performed	Employee's Initials/ Date	Supervisor's Initials/ Date
Read OraQuick procedure				
Read procedure manuals and other materials i.e. Biohazard Exposure Control Plan				
Able to determine if requirements for acceptable testing environment are met (e.g., temperature, lighting, level work space)				
Practiced test with negative and positive external controls				
Provides the "Subject Information" brochure appropriately				
Labels test device components and appropriate paperwork according to policy				
Collects finger-stick/oral fluid specimen, according to instructions				
Insert test device, time test, read result correctly				
Disposes of lancet and other biohazardous waste appropriately /cleans area				
Records results on report form/log sheet				
Reports test result to the person being tested				
When needed, collects specimen for confirmatory testing				
Sends confirmatory test specimen to referral laboratory and document submission appropriately				
Able to track receipt of referral laboratory results and record results				
Able to evaluate a new OraQuick test kit lot number and record results in QC log				
Records internal and external quality control (QC) results in QC log				
Explains what to do if QC results show a problem or the test does now work properly				